

# 13 FAM 820

## GRANTS AND REIMBURSEMENTS TO FACILITATE TRAINING FOR FAMILY MEMBERS

(CT:TPD-001; 05-20-2004)  
(Office of Origin: FSI)

### 13 FAM 821 Authority

(CT:TPD-001; 05-20-2004)  
(Uniform State/USAID/BBG/Commerce/Agriculture)  
(Applies to Foreign Service and Civil Service Employees)

Section 705 of the Foreign Service Act of 1980 (22 U.S.C. 4025), as amended, authorizes the making of grants to family members for language training undertaken at a public or private institution when the family member is unable to participate in language training provided by the FSI. Training is subject to pre-approval by FSI or USAID, M/HR/LS. (FSI does not pre-approve training for the Department of Agriculture.)

### 13 FAM 822 Administration of Grants and Reimbursements

(CT:TPD-001; 05-20-2004)  
(Uniform State/USAID/Commerce/Agriculture)  
(Foreign Service Employees)

Grants and reimbursements to family members shall be administered by the agency authorizing official or designee, listed in the table that follows.

State	Director, Foreign Service Institute (FSI)
USAID	Deputy Assistant Administrator for Human Resources (DAA/M/HR)
Commerce	Personnel Officer, Office of Foreign Service Personnel (ITA/US&FCS/OFSP)
Agriculture	Director, HRD/FSA; Assistant Deputy Administrator, International Services (APHIS)

## **13 FAM 823 Training Provided for Family Members**

*(CT:TPD-001; 05-20-2004)*  
*(Uniform State/USAID/Agriculture)*  
*(Foreign Service Employees)*

Grants subject to availability of funds, may be made to family members under section 705 of the Foreign Service Act of 1980 (22 U.S.C. 4025) to facilitate attendance in the following programs, in anticipation of their accompanying the family member who is a member of the Service on their assignment abroad.

- (1) Area study courses, full or part-time;
- (2) Programs of the Overseas Briefing Center;
- (3) Regular full-time, early morning, part-time, familiarization and short-term (FAST), and specially arranged language training, including the area study portions of such courses; or
- (4) Such other course offerings as may be determined by the agency authorizing official, or designee, as being necessary for the orientation, language training, and functional training appropriate for anticipated prospective employment under sections 311 and 704 of the Foreign Service Act, as amended.

## **13 FAM 824 Language Training Provided at Other Institutions**

*(CT:TPD-001; 05-20-2004)*  
*(Uniform State/USAID/Commerce/Agriculture)*  
*(Foreign Service Employees)*

The specifications of language training, which may be provided under section 705 of the Foreign Service Act of 1980 (22 U.S.C. 4025), as amended, must include:

- (1) Training in a primary, primary-alternate, or secondary language of the post to which the member of the Service is assigned;
- (2) Training conducted by a public or private institution; and
- (3) Training of at least 10 but not more than 30 class hours per week, exclusive of language laboratory or other self-study hours.

## 13 FAM 825 Eligibility

### 13 FAM 825.1 Approval of Assignment and Notification

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID/Agriculture)*

*(Foreign Service Employees)*

a. In order for a family member to utilize the programs authorized under 13 FAM 823, the appropriate office (listed below) must have approved the onward assignment and notified the member of the Service in writing of his or her assignment.

State	Office of Career Development and Assignments (HR/CDA)
USAID	Division Chiefs for the Personnel Operations Division (M/HR/POD) and the Executive Management Staff (M/HR/EM)
Agriculture	Director, HRD/FSA; Assistant Deputy Administrator, International Services (APHIS)

b. In addition, the following offices (as appropriate) must be notified of the onward assignment.

State	Foreign Service Institute
USAID	M/HR/LS
Agriculture	Director, Personnel Division, APHIS

### 13 FAM 825.2 Dependent Day Care Grants

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID/Agriculture)*

*(Foreign Service Employees)*

A family member is as defined in 6 FAM 111.3-1 r. For USAID, see Handbook 28 glossary.

## **13 FAM 825.3 Language Training at Non-Government Institutions**

*(CT:TPD-001; 05-20-2004)*  
*(Uniform State/USAID/Agriculture)*  
*(Foreign Service Employees)*

a. For language training to be sponsored at a nongovernment institution (as authorized under 13 FAM 823, paragraph (2), for reasons that the family member is unable to attend U.S. Government-sponsored language programs; and for USAID, see Handbook 28), a family member must:

(1) Live outside of the Washington, DC area; or

(2) Be unable to attend a U.S. Government language training institution because of family duties, illness or disability, employment, or a program of formal study.

b. The inability of the U.S. Government to schedule classes at FSI or elsewhere to meet the convenience of an eligible family member does not constitute inability of that family member to attend, if language training can be provided by the U.S. Government in a timely fashion before the family member must leave for the post abroad.

c. Training under this section is subject to availability of funds.

## **13 FAM 826 Limitations**

*(CT:TPD-001; 05-20-2004)*  
*(Uniform State/USAID/Agriculture)*  
*(Foreign Service Employees)*

The following limitations are placed on eligibility for grants or other compensations under section 705 of the Foreign Service Act of 1980 (22 U.S.C. 4025), as amended:

(1) No grants may exceed the amount actually expended for necessary costs incurred in conjunction with such attendance;

(2) Dependent care grants are made only to permit family members or legal guardians normally responsible for the care of dependent(s) of the member of the Service to attend authorized training in anticipation of assignment abroad. Grants are not available for spouses receiving any kind of compensation from the Department for work that they perform (e.g., part-time employment, or the days on which honoraria are earned). Dependent care grants are subject to availability of funds. See 13 FAM

120.3 for payment of childcare expenses for tandem couples and single-parent employees;

(3) If appropriate U.S. Government-sponsored language training is available and the family member, although able to do so, chooses not to participate, the family member is not eligible for the same training elsewhere at Government expense;

(4) A family member is eligible for language training abroad only if the member of the Service is being assigned from one post abroad to another (with a different primary or primary-alternate language) without opportunity for training in Washington, DC.

## **13 FAM 827 Application Procedures**

### **13 FAM 827.1 Dependent Care Grant**

*(CT:TPD-001; 05-20-2004)*  
*(Uniform State/USAID/Agriculture)*  
*(Foreign Service Employees)*

To apply for a dependent care grant, a family member must submit Form JF-53, Application for Dependent Care/Training Grant, to the appropriate agency authorizing official, or designee. (For USAID, use AID Form 460-16 and see Handbook 28, for application procedures.) If the authorizing official or designee approves the grant, he or she will assign a grant number to the application. It is recommended that applicants submit their claims promptly and at least monthly.

### **13 FAM 827.2 Compensation for Training**

*(CT:TPD-001; 05-20-2004)*  
*(Uniform State/USAID/Agriculture)*  
*(Foreign Service Employees)*

In addition to the appropriate application form, a family member wishing compensation for training should provide an explanation of inability to attend Government-sponsored training. The application must be received at least three weeks prior to the scheduled start of the training and be approved (before training starts) by the authorizing official, or designee, in each agency.

## **13 FAM 828 Criteria for Payment**

### **13 FAM 828.1 Dependent Care Grants**

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID/Agriculture)*  
*(Foreign Service Employees)*

- a. Grants are subject to the availability of funds.
- b. Grants are paid on a reimbursement basis only. There are no advances nor can funds be reserved for specific applicants. Claims are paid on a first-come, first-served basis. When funds for the grants have been exhausted, reimbursement requests will be rejected. Applicants bear the risk that funding may not be available when they submit their claims.
- c. Grants are calculated based on actual attendance in authorized training. No payment will be made for days that the applicant is absent from class, or days when the class is not held, e.g., holidays.
- d. Once a grant for dependent care costs has been approved, payments are made by reimbursement. On a monthly basis, valid receipts for actual expenditures, together with Form JF-54 Certification for Dependent Care/Training Grant (for USAID, Form 460-17), must be submitted to M/FSI for State; the Learning Support Division (M/HR/LS) for USAID and the Director, HRD/FSA for Agriculture (FAS), as appropriate. (For USAID, see Handbook 28.) When the family member attends training for only part of the month, reimbursement is limited to days of actual attendance.
- e. Grants for dependent care are limited to:
  - (1) Dependent care during scheduled training hours and for a reasonable time before and after such hours to provide for travel time to and from the training facility;
  - (2) For children under the age of fifteen or disabled dependents, normally resident in the home of the member of the Service; and
  - (3) Only those days the family member is in attendance for scheduled training.
- f. Payments for dependent care may not be made to dependents or family members of the member of the Service or of the spouse.
- g. The actual cost of transporting dependent(s) to and from the location of daily care or of transporting the person(s) providing the care to and from the home may be included.
- h. Grants for dependent care are contingent upon certification by the training facility that the family member was a student in good standing during the period for which payment is claimed. Good standing includes regular attendance, full participation, and satisfactory performance in the course. Regular attendance is interpreted as 80 percent or more of the

scheduled class hours. The Foreign Service Institute or a representative of the training institution other than the FSI, as appropriate, should certify attendance and satisfactory participation in Part A of Form JF-54 (for USAID see ADS 458). The family member making a claim for dependent care payments should fill out and sign Part B of that form. FSI for State; M/HR/LS, for USAID; or the Director, HRD/FSA for FAS, will then complete Part C of the form, as appropriate, and submit it for payment. (For USAID, see Handbook 28.)

### **13 FAM 828.2 Reimbursement for Tuition Costs of a Language Program at a Public or Private Institution**

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID/Agriculture)*

*(Foreign Service Employees)*

a. (State, USAID, and Agriculture only) Reimbursement for participation of a family member in language training is contingent upon submission of Form JF-54, with Parts A and B completed, together with receipts for actual expenditures, to FSI for State, M/HR/LS for USAID, or the Director, HRD/FSA for FAS, as appropriate. Approval for reimbursement is subject to the availability of funds.

b. (State, USAID, and Agriculture only) Reimbursement for tuition will be based on the amounts quoted by commercial suppliers of language training services to private, business, and U.S. Government customers. The Director of FSI or designee for State; the Deputy Assistant Administrator (DAA/M/HR) or designee for USAID; or the Director, HRD/FSA for FAS, as appropriate, determines at the time Form JF-53 (for USAID, see Handbook 28) is submitted for approval whether the training cost quoted by the prospective supplier of training is reasonable. Applications may be rejected if, in the opinion of those officials, the costs of training at a public or private institution appear excessive.

c. Reimbursements for language training provided at a public institution may not be for more than 720 hours of instruction in preparation for any one abroad assignment.

d. It is the policy of State, USAID, and Agriculture to provide reimbursement for dependent care for eligible family members while they are receiving training at a public or private institution on the same basis as if they were in training provided by the U.S. Government at the Foreign Service Institute or otherwise.

### **13 FAM 828.3 Taxability of Grant Payments**

*(CT:TPD-001; 05-20-2004)*

*(Uniform State/USAID/Agriculture)*  
*(Foreign Service Employees)*

Individuals receiving grants for dependent care and reimbursement for tuition costs of nongovernment-sponsored language training are advised that Federal, State, and other U.S. jurisdictions may consider such payments as taxable income. If payments are subject to Federal taxes, the agency concerned will report such payments to the Internal Revenue Service. Individuals receiving grants and/or reimbursements under this section are personally responsible for verifying State and local taxability.

## **13 FAM 829 UNASSIGNED**